Army Food Management Information System

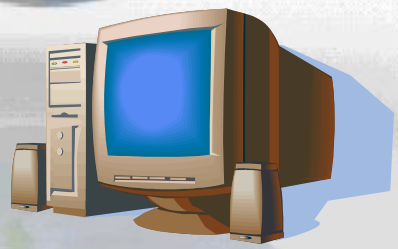
DFAC Operations Management

- General Administration
- Menu Management
- Subsistence Management
- Inventory Management
- Headcount Management

AFMIS_
General AFMIS Administration

- General AFMIS Admin. Files
- Personnel
- Finance and Accounting
- Equipment Replacement
- Cook Status

When? As Needed / Quarterly



AFMIS General Administration - Tools

Management Tools

- ✓ Dining Facility File Inquiry
- ✓ Key Personnel Inquiry
- ✓ FAO Data Inquiry
- ✓ Cook Status Inquiry

The SFOS should review and ensure these Files are correct and up-to-date.

DF File Report **Key Personnel Report** **FAO Report**

[Click in Images to View Reports]

AFMIS General Administration – Reports

Management Reports

- ✓ Daily Batch Report
  - File Updates

Daily Batch

- ✓ Equipment Summary Report
  - Authorized – On Hand – Over/Short

Equipment Summary

- ✓ Equipment Inventory
  - Detailed Report

Equipment Inventory

- ✓ Cook Status Report
  - Personnel Records

Cook Status

[Click in Images to View Reports]

AFMIS General Administration - Process

- **Administration Files Processing**
  - ✓ Key Personnel Updates
  - ✓ FAO Updates
  - ✓ Equipment Replacement Processing
  - ✓ Cook Status Processing

DF Personnel

Disbursing Office Data

Electrical / Mechanical

Equipment - Other

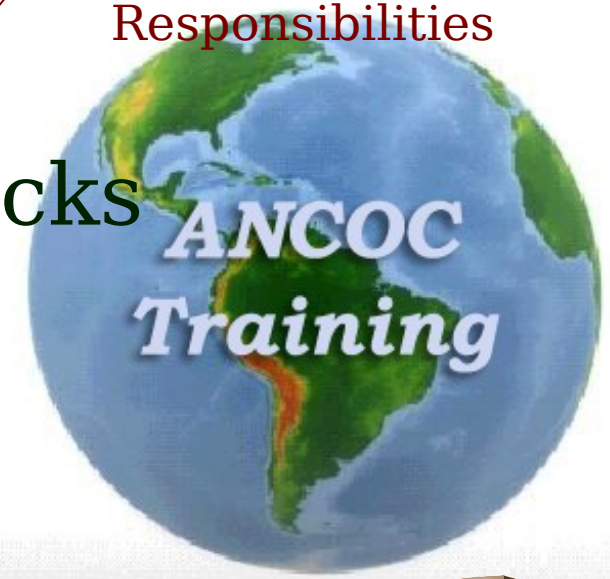
Cook Status

Click in Images to View Screens

AFMIS_
Menu Management

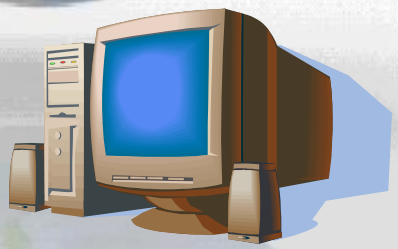
- Management Tools
- Management Reports
- Non-AFMIS Menu Checks
- Production Schedule Process
- Templates

Senior Food Operations Sergeant Responsibilities



When? Up to 20 Days Out

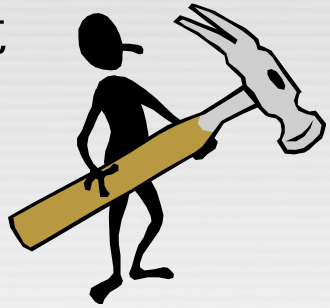
Monday – Wednesday - Friday



Menu Planning and Processing - Tools

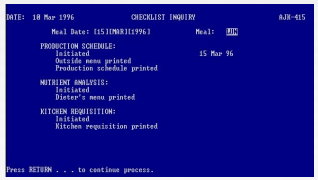
Management Tools

- ✓ Issue Frequency Schedule
- ✓ Menu Planning Checklist
- ✓ Account Status
- ✓ Fiscal Year Status

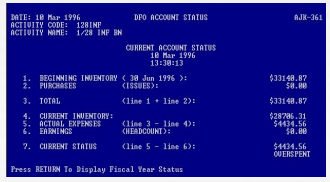


DATE: 10 Mar 96 ISSUE FREQUENCY SCHEDULE AJK-388
SUBMISSION DEADLINE ISSUE DATE MEAL (CONSUMPTION) DATES
28 Feb 02 Mar 03 Mar 04 Mar
02 Mar 04 Mar 05 Mar 06 Mar 07 Mar
05 Mar 07 Mar 08 Mar 09 Mar
07 Mar 09 Mar 10 Mar 11 Mar
09 Mar 11 Mar 12 Mar 13 Mar 14 Mar
12 Mar 14 Mar 15 Mar 16 Mar
F3 - PAGE FORWARD F4 - PAGE BACK
Press ESC when finished

Issue Frequency Schedule



Menu Checklist


DATE: 10 Mar 1996 DFO ACCOUNT STATUS AJK-361
ACTIVITY CODE: 1281MF
ACTIVITY NAME: 1/28 INF BN
CURRENT ACCOUNT STATUS
10 Mar 1996
13:30:13
1. BEGINNING INVENTORY (30 Jun 1996): $33140.87
2. PURCHASES (ISSUES): $0.00
3. TOTAL (line 1 + line 2): $33140.87
4. CURRENT INVENTORY: $28706.31
5. ACTUAL EXPENSES (line 3 - line 4): $4434.56
6. EARNINGS (HEADCOUNT): $0.00
7. CURRENT STATUS (line 5 - line 6): $4434.56 OVERSPENT
Press RETURN To Display Fiscal Year Status

Account Status

DATE: 10 Mar 1996 DFO ACCOUNT STATUS AJK-362
ACTIVITY CODE: 1281MF
ACTIVITY NAME: 1/28 INF BN
FISCAL YEAR 1996 TO JUN
MONTH DATE UNDER SPENT OVER SPENT
NOV 11/30/1995 $2,835.85
DEC 12/31/1995 $13,985.02
JAN 01/31/1996 $4,062.00
FEB 02/29/1996 $600.84
MAR 03/31/1996 $14,371.13
APR 04/30/1996 $3,822.12
MAY 05/31/1996 $11,102.51
JUN 06/30/1996 $1,657.86
TOTAL $16,822.37 $34,814.96 $17,992.59 OVERSPENT
WHEN FINISHED VIEWING DATA, PRESS (ESC)

Account Status Fiscal Year

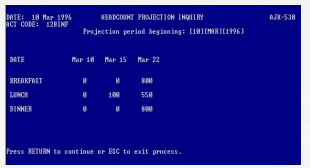
Click in Images to View Screens & Reports

Menu Planning and Processing - Tools

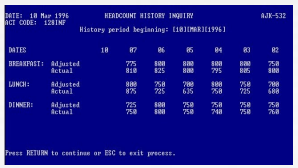
Management Tools - Continued

- ✓ Earnings and Expenditure Record
- ✓ Headcount Projections
- ✓ Headcount History
- ✓ Recipe Review

E & E Report



Headcount Projections



Headcount History

Recipe Review

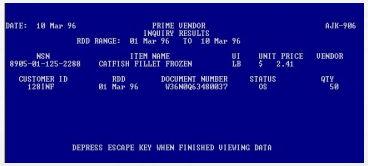
Click in Images to View Screens & Reports

Menu Planning and Processing - Tools

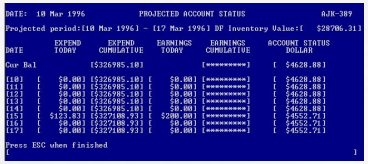
Management Tools - Continued

- ✓ BOH Inventory Review
  - Sensitive Items
- ✓ PV Orders Review (Screen)
- ✓ Projected Account Status
  - Displays 8 Days Planned

BOH Inventory



PV Order Status



Projected Account Status

Click in Images to View Screens

Menu Planning and Processing - Reports

Management Reports

- ✓ Daily Batch Report
  - Recipe Updates – Menu Updates
- ✓ Prices Update Report
  - TISA Support
- ✓ PV Inquiry (Printed)
  - Check Orders Status
- ✓ Template Reports
  - Number – Description
- ✓ Master Menu
  - IFA Support

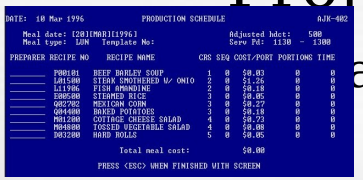
Menu Planning and Processing - Checks

Non-AFMIS Menu Checks

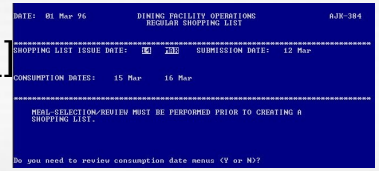
- ✓ Residual Accountability
  - Incorporated Into Menus
- ✓ Training Curve Planning
  - Customer – Unit Support
- ✓ Participation Rate
  - Based on Meal Card Holders
- ✓ Utilization Rate
  - Based on Design Capacity
- ✓ Menu History
  - Popularity – Cost Effectiveness - Marketing

Menu Planning and Processing - Process

- **Menu Planning Process – 15 to 20 Days**
  - ✓ Working Production Schedule
    - Building Database – Mgmt. Tools
  - ✓ Create Working Shopping List
    - Costs – NIS Items – Recipe Conversion
  - ✓ Projected Account Status


DATE: 10 Mar 1996 PRODUCTION SCHEDULE AJK-402
Meal date: [20]MAR[1]1996] Adjusted hdct: 500
Meal type: LUN Template No: Serv Pd: 1130 - 1300
PREPARER RECIPE NO RECIPE NAME CRS SEQ COST/PORT PORTIONS TIME
PRESS <ESC> WHEN FINISHED WITH SCREEN

Production Schedule


DATE: 01 Mar 96 DINING FACILITY OPERATIONS AJK-384
REGULAR SHOPPING LIST
SHOPPING LIST ISSUE DATE: SUBMISSION DATE: 12 Mar
CONSUMPTION DATES: 15 Mar 16 Mar
MEAL-SELECTION/REVIEW MUST BE PERFORMED PRIOR TO CREATING A SHOPPING LIST.
Do you need to review consumption date menus (Y or N)?

Shopping List

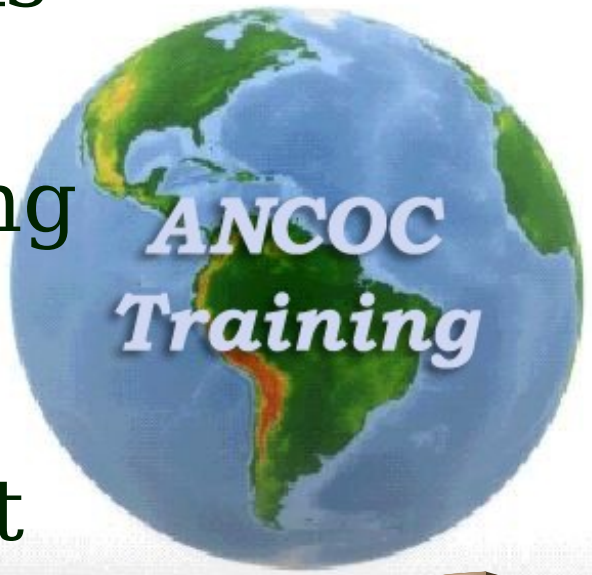
DATE: 10 Mar 1996 PROJECTED ACCOUNT STATUS AJK-389
Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[$28706.31]
DATE EXPEND TODAY EXPEND CUMULATIVE EARNINGS TODAY EARNINGS CUMULATIVE ACCOUNT STATUS DOLLAR
Cur Bal [$326985.10] [*********] [$4628.88]
Press ESC when finished

Projected Account Status

Click in Images to View Screens & Reports

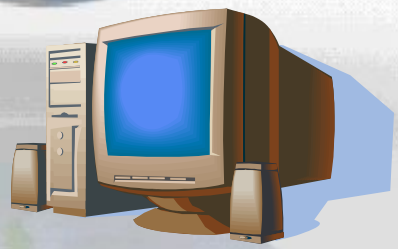
AFMIS_
Subsistence Management

- Management Checks
- Management Tools
- Subsistence Planning
- Subsistence Processing
- Subsistence Receipt



When? 2 to 4 Days Prior to Submission Date

Prior to “Finalizing” Production Schedules



Subsistence Planning & Process - Tools

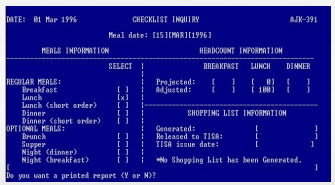
Management Tools

- ✓ Inventory BOH
  - Increased Inventory
  - Stock Piling - Liability
- ✓ Prime Vendor Orders Review
  - Orders Status
  - Increasing Inventory
  - Additional Orders
- ✓ Projected Account Sta
  - Numerous Changes

Subsistence Planning & Process - Planning

Subsistence Planning

- ✓Subsistence Checklist
- ✓Master Item File Review / Research
  - U/I – U/P
  - Description – Pack / Pack Qty
  - Best Price
- ✓ PV Catalog
  - TISA MIF



DATE: 10 Mar 96 MASTER ITEM FILE AJK-527
National Stock Number
Item Name *SHRIMP*
Perish Code
TO SELECT ALL ITEMS . . . Press ESC . . . OR
Enter QUERY-BY-EXAMPLE DATA . . . Press ESC . . .
Do you want the output to go to the screen or printer (S/P)?

Checklist

MIF

Click in Images to View Screens & Reports

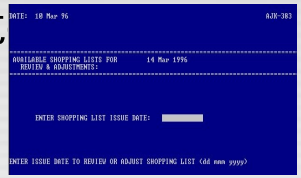
www.quartermaster.army.mil/aces

Subsistence Planning & Process - Processing

Subsistence Processing

✓ Update Shopping Lists - Send

- Verify / Revise / Substitut
- Print Additional
- Delete if NOT Sending
- Send BOTH


DATE: 10 Mar 96
AJK-303
AVAILABLE SHOPPING LISTS FOR 14 Mar 1996
REVIEW & ADJUSTMENTS:
ENTER SHOPPING LIST ISSUE DATE:
ENTER ISSUE DATE TO REVIEW OR ADJUST SHOPPING LIST (dd mmm yyyy)

Shopping List

Subsistence Receipt

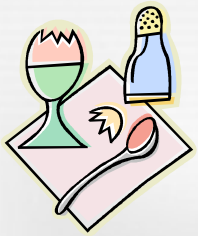
✓ Prime Vendor Receipt Processing

- Verify / Modify / Add
- Send - WRITE
- After Batch – Updates BOH

*** Final Production Schedule Process Begins From This P**

Menu Planning and Processing - Controls

- **Menu / Subsistence Completion**
  - ✓ Subsistence Items are Received
  - ✓ Items are Checked
  - ✓ Verified to Match Planned Meals
  - ✓ Production Schedule Process Completed
    - Breakdown Adjusted Headcount – Main / Short Order
    - Set SOP Items to Current Policy
    - Enter Preparation Times
    - Complete Special Instruction
    - PRINT – Production Schedule and Kitchen Requisition



Menu Planning and Processing - Controls

Menu Management Controls – Cont.

- ✓ Create Additional Production Schedules
  - Production Areas – Corrective Training – OJT Program
- ✓ Create and Print Dieter's Menu
- ✓ Print Outside Menus
- ✓ Print Supporting Recipes
  - Multiple Reports
  - Prints Selected Recipe
  - Recipes are Converted
  - Preparation Standards
  - Ingredient Control
  - Portion Control

Additional Production Schedule

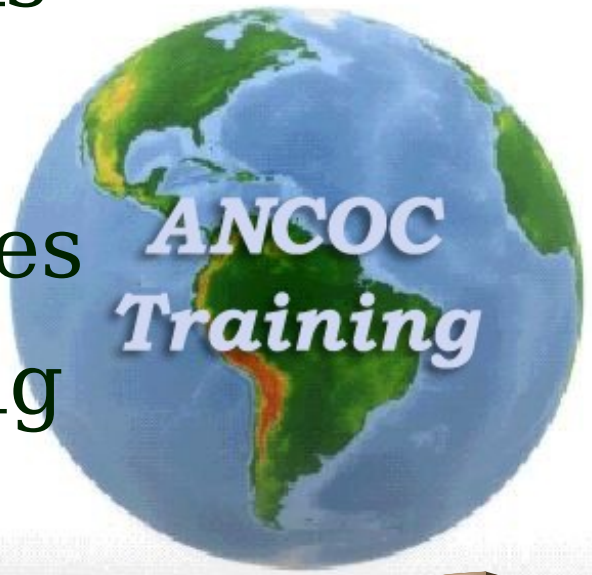
Dieter's Menu

Outside Menu

Click in Images to View Screens & Reports

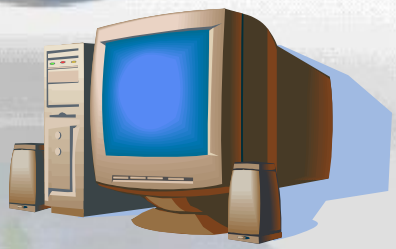
AFMIS_
Inventory Management

- Management Checks
- Management Tools
- Inventory Procedures
- Inventory Processing



When? Non-Issue Days

Tuesday - Thursday



Inventory Planning and Processing - Guidelines

Management Checks

- ✓ Physical Counts
  - Ensure Items are “Physically Counted”
- ✓ Weekly All Items
  - Prior to Monthly
- ✓ BOH Inventory
  - DO NOT USE
- ✓ Cannot “Cancel” After “Finalize”
- ✓ Two Personnel
  - If Possible – FY Required
- ✓ Once “Started” - Complete

Inventory Planning and Processing - Checks

- **Management Tools / Procedures**
  - ✓ Daily Batch Report
    - Issues to BOH
  - ✓ Kitchen Requisitions
    - Processed
  - ✓ Transfers
    - Processed

20 Mar 1996 DFO DAILY BATCH REPORT AJK-807
PLEASE ENTER THE DATE OF THE DAILY REPORT YOU WISH TO PRINT
YOU MAY GO BACK UP TO SIX(6) DAYS
DATE OF REPORT: [ ][ ][ ]
dd mmm yyyy

Daily Batch

DATE: 20 Mar 1996 KITCHEN REQUISITION AND RETURNS AJK-411
Meal Date: [15](MAR)(1996) Meal Type: [LUN]
TIIN ITEM DESCRIPTION U/I EST QTY ISSUE QTY RETURN QTY
Accessing database. Please wait.

Kitchen Requisition

TRANSFERS : [A] B C D R X
DF to DF
DATE: 18 Mar 96 TRANSFERS MENU AJK-424
Press F8 for Help
A - DF TO DF
B - TURN-IN TO TISA
C - DF TO UNIT
D - UNIT TO DF
R - RETURN TO DFO COMMAND MENU
X - EXIT FROM DFO PROCESSING

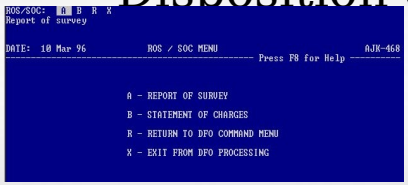
Transfers

Click in Images to View Screens & Reports

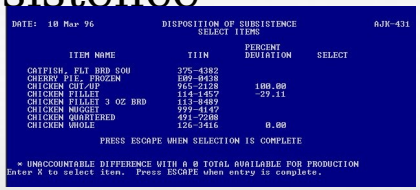
Inventory Planning and Processing - Checks

Management Tools / Procedures

- ✓ Report of Survey / Statement of Charges
  - Processed - TISA
- ✓ Prime Vendor Receipts - Status
  - Processed – Dining Facility
  - Processed - TISA
- ✓ Sensitive Items Check
  - Percent Deviation Report
  - Disposition of Subsistence


ROS/SOC: A B R X
Report of survey
DATE: 10 Mar 96
ROS / SOC MENU
AJK-468
Press F8 for Help
A - REPORT OF SURVEY
B - STATEMENT OF CHARGES
R - RETURN TO DFO COMMAND MENU
X - EXIT FROM DFO PROCESSING

ROS / SOC


DATE: 10 Mar 96
DISPOSITION OF SUBSISTENCE
SELECT ITEMS
AJK-431
ITEM NAME
TIIN
PERCENT DEVIATION
SELECT
CATFISH, FLT BRD SOU 375-4382
CHERRY PIE, FROZEN 899-0438
CHICKEN CUT-UP 965-2128 100.00
CHICKEN FILLET 114-1457 -29.11
CHICKEN FILLET 3 OZ BRD 113-0489
CHICKEN NUGGET 999-4147
CHICKEN QUARTERED 491-7288
CHICKEN WHOLE 126-3416 0.00
PRESS ESCAPE WHEN SELECTION IS COMPLETE
* UNACCOUNTABLE DIFFERENCE WITH A 0 TOTAL AVAILABLE FOR PRODUCTION
Enter X to select item. Press ESCAPE when entry is complete.

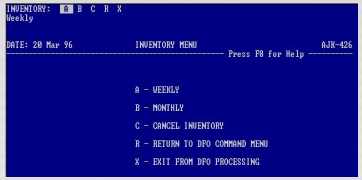
Percent Deviation

Click in Images to View Screens & Reports

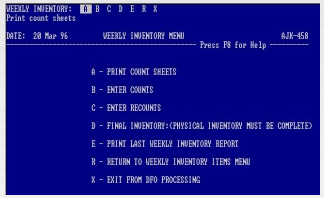
Inventory Planning and Processing - Processing

Inventory Processing

- ✓ Print Count Sheet
  - Activity Only
- ✓ Physical Counts
  - Actual Counts – No BOH
- ✓ Enter Counts
  - Do Not Reconcile
- ✓ Print Recount Sheets
  - Do the RESEARCH
- ✓ Enter Recounts
  - "New Counts" will be New BOH after "Finalize"
- ✓ Finalize Inventory



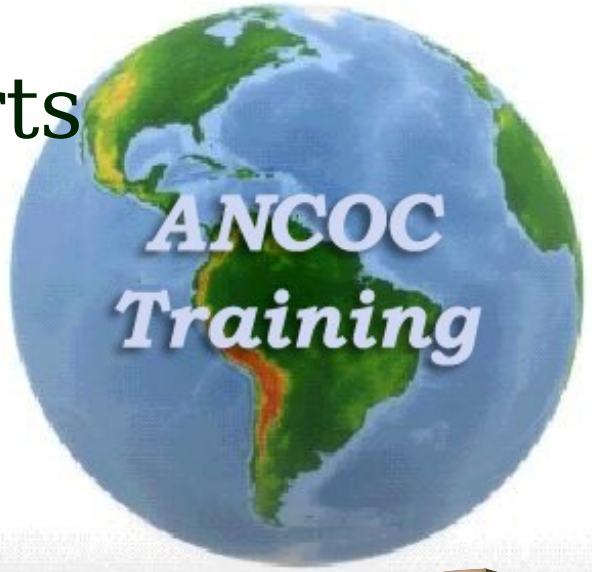
Inventory Selections


WEEKLY INVENTORY: A B C D E R X
Print count sheets
DATE: 20 Mar 96
WEEKLY INVENTORY MENU
AJK-458
Press F8 for Help
A - PRINT COUNT SHEETS
B - ENTER COUNTS
C - ENTER RECOUNTS
D - FINAL INVENTORY:(PHYSICAL INVENTORY MUST BE COMPLETE)
E - PRINT LAST WEEKLY INVENTORY REPORT
R - RETURN TO WEEKLY INVENTORY ITEMS MENU
X - EXIT FROM DPO PROCESSING

Inventory Process

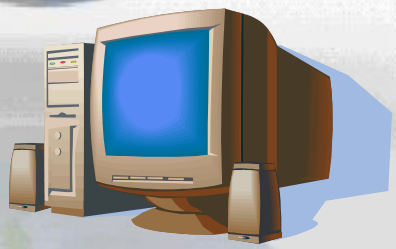
AFMIS_
Headcount Management

- Management Tools
- Management Reports
- Headcount Processing



When? Daily

POS – Download End of Every Meal



Headcount Planning and Process - Guidelines

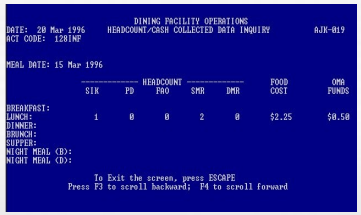
Management Guidelines

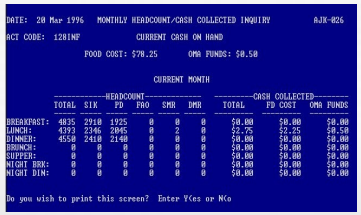
- ✓ No Batch Process
  - Current Account Status
- ✓ Batch Process
  - Earnings and Expenditure Rec
- ✓ Adjustments to Headcount
  - **Prior to Account Closing**
- ✓ Accuracy
- ✓ Unable to Download Headcount

Headcount Planning and Processing - Tools

Management Tools

- ✓ Current Day / Cash Collected
  - Per Day Cumulative
- ✓ Monthly HC / Cash Collected
  - Start of Account to Current Date - Cumulative
  - Cash Verification




DATE: 20 Mar 1996 MONTHLY HEADCOUNT/CASH COLLECTED INQUIRY AJK-026
ACT CODE: 1281NF
CURRENT CASH ON HAND
FOOD COST: $78.25 OMA FUNDS: $0.50
CURRENT MONTH
HEADCOUNT
CASH COLLECTED
TOTAL SIK PD PAO SMR DMR TOTAL FD COST OMA FUNDS
BREAKFAST: 4035 2910 1925 0 0 0 $0.00 $0.00 $0.00
LUNCH: 4393 2346 2045 0 2 0 $2.75 $2.25 $0.50
DINNER: 4558 2410 2140 0 0 0 $0.00 $0.00 $0.00
BRUNCH: 0 0 0 0 0 0 $0.00 $0.00 $0.00
SUPPER: 0 0 0 0 0 0 $0.00 $0.00 $0.00
NIGHT BRK: 0 0 0 0 0 0 $0.00 $0.00 $0.00
NIGHT DIN: 0 0 0 0 0 0 $0.00 $0.00 $0.00
Do you wish to print this screen? Enter Yes or No

Current Day

Monthly HC

Click in Images to View Screens & Reports

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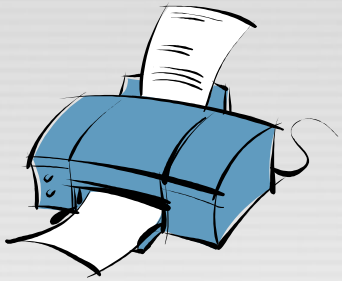
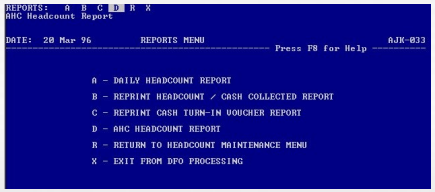
Headcount Planning and Processing - Reports

Management Reports



- ✓ Daily HC Report
  - 3 Day Report
- ✓ Headcount by Meal
- ✓ Automated Headcount Report
- ✓ FY Cash / Serial Number Report


REPORTS: A B C D R X
AHC Headcount Report
DATE: 20 Mar 96
REPORTS MENU
AJK-033
Press F8 for Help
A - DAILY HEADCOUNT REPORT
B - REPRINT HEADCOUNT / CASH COLLECTED REPORT
C - REPRINT CASH TURN-IN VOUCHER REPORT
D - AHC HEADCOUNT REPORT
R - RETURN TO HEADCOUNT MAINTENANCE MENU
X - EXIT FROM DFO PROCESSING

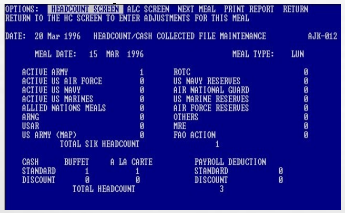
Reports Menu

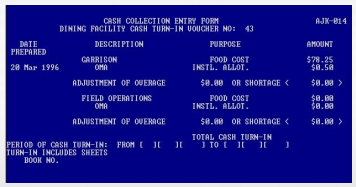
Click in Images to View Screens & Reports

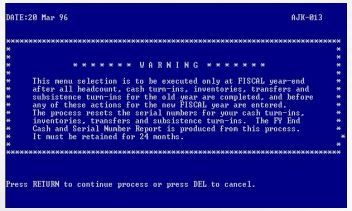
Headcount Planning and Processing - Processing

Headcount Processing

- ✓ Headcount / Cash Collected
  - Import - Adjustments
- ✓ Cash Collection
  - Cash Voucher
  - Closing Cash Voucher
- ✓ Reset Voucher Numbers


OPTIONS: HEADCOUNT/CASH | ALC SCREEN | NEXT MEAL | PRINT REPORT | RETURN
RETURN TO THE HC SCREEN TO ENTER ADJUSTMENTS FOR THIS MEAL
DATE: 28 Mar 1996 HEADCOUNT/CASH COLLECTED FILE MAINTENANCE AJK-012
MEAL DATE: 15 MAR 1996 MEAL TYPE: LUN
ACTIVE ARMY 1 ROTC 0
ACTIVE US AIR FORCE 0 US NAVY RESERVES 0
ACTIVE US NAVY 0 AIR NATIONAL GUARD 0
ACTIVE US MARINES 0 US MARINE RESERVES 0
ALLIED NATIONS MEALS 0 AIR FORCE RESERVES 0
AUNG 0 OTHERS 0
USAR 0 MAE 0
US ARMY (MAP) 0 FAO ACTION 0
TOTAL SIX HEADCOUNT 1
CASH BUFFET A LA CARTE PAYROLL DEDUCTION
STANDARD 1 1 STANDARD 0
DISCOUNT 0 0 DISCOUNT 0
TOTAL HEADCOUNT 2


CASH COLLECTION ENTRY FORM AJK-014
DINING FACILITY CASH TURN-IN VOUCHER NO: 43
DATE PREPARED
DESCRIPTION
PURPOSE
AMOUNT
28 Mar 1996
GARRISON OMA
FOOD COST INSTL. ALLOT. $78.25 $0.50
ADJUSTMENT OF OVERAGE $0.00 OR SHORTAGE < $0.00 >
FIELD OPERATIONS OMA
FOOD COST INSTL. ALLOT. $0.00 $0.00
ADJUSTMENT OF OVERAGE $0.00 OR SHORTAGE < $0.00 >
PERIOD OF CASH TURN-IN: FROM [ ][ ][ ] TO [ ][ ][ ]
TURN-IN INCLUDES SHEETS
BOOK NO.
TOTAL CASH TURN-IN


DATE:28 Mar 96 AJK-013
******* WARNING *******
This menu selection is to be executed only at FISCAL year-end after all headcount, cash turn-ins, inventories, transfers and subsistence turn-ins for the old year are completed, and before any of these actions for the new FISCAL year are entered. The process resets the serial numbers for your cash turn-ins, inventories, transfers and subsistence turn-ins. The FY End Cash and Serial Number Report is produced from this process. It must be retained for 24 months.
Press RETURN to continue process or press DEL to cancel.

Headcount / Cash

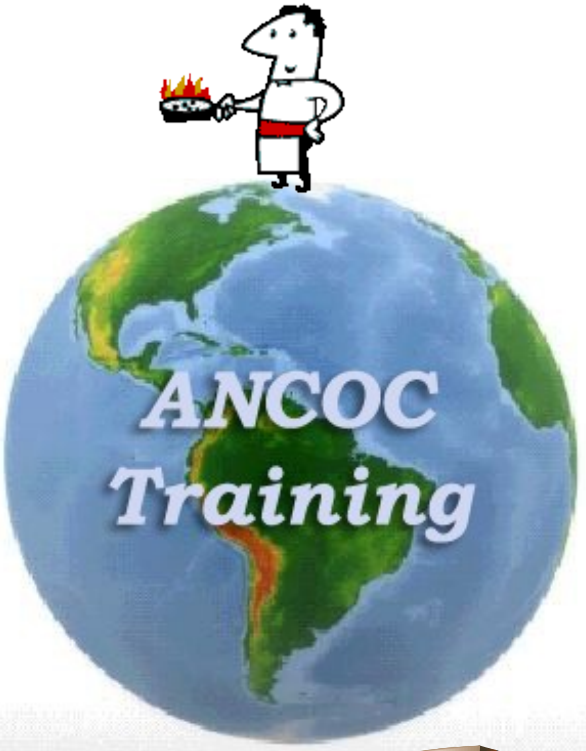
Cash Voucher

Reset

Click in Images to View Screens & Reports

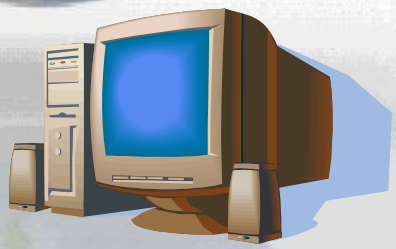
AFMIS_
Summary

- **General AFMIS Administration**
- **Menu Planning and Processing**
- **Subsistence Planning and Processing**
- **Inventory Planning and Processing**
- **Headcount Planning and Processing**



Remember:

Correct Steps and Procedures = Efficient System



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and The Directorate of Training

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